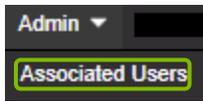Providers with multiple office locations can associate a user's login to multiple locations. Users can be assigned or restricted to specific roles to each location.

Admins can add or delete Associated Users.

Add/Delete Associated Users

- Select Add.
- To delete, check the box next to the user and select delete.

Roles

- Enter the user's web access code, postal code and email address.
- Select roles for the user and choose save.
    - o Only roles approved for the agency will display.

SetUp/Completion

An email with the subject, "Agent Association" will be sent to the associated user.

- To complete the association, the user will select the link in the email.

The user can now work with multiple locations based on the roles authorized.

★ You can edit roles for any user by clicking on the users login name.